

## **Request for Proposal 2024-09**

### **National Advisor for Tajikistan (Consultancy)**

#### [About GCERF](#)

The Global Community Engagement and Resilience Fund (GCERF) is a global fund working on preventing violent extremism, based in Geneva, Switzerland. GCERF is the first global effort to support local, community-level initiatives to strengthen resilience against violent extremism (VE). Operating at the nexus of security and development, GCERF works in partnership and consultation with governments, civil society, and the private sector in partner countries to support national strategies to address violent extremism's local drivers.

GCERF is governed by a multi-stakeholder Governing Board with representatives of donor and partner countries, the private sector, foundations, research institutions, and civil society.

GCERF has 45 employees who are currently all based in its office in Geneva. GCERF is actively working with governments, civil society, and the private sector in Albania, Bosnia and Herzegovina, Burkina Faso, Chad, Ghana, Indonesia, Iraq, Kazakhstan, Kenya, Kosovo, Kyrgyzstan, Mali, Mauritania, Mozambique, Niger, Nigeria, North Macedonia, the Philippines, Somalia, Sri Lanka, Uzbekistan, Tunisia, Tajikistan and Yemen.

#### **Description of Services**

- Supporting GCERF's grant making and grant management efforts in Tajikistan;
- Conducting regular activity monitoring of GCERF's programme as per an agreed schedule;
- Supporting coordination and capacity strengthening of GCERF's grantees, including provision of guidance on mainstreaming good practices;
- Serving as an interlocutor between GCERF's Secretariat and key in-country stakeholders (government partners, donors, grantees, other in-country agencies, UN, NGOs, and CSOs) as requested by GCERF.
- Contribute to resource mobilisation efforts and donor reporting.

#### [Background](#)

GCERF has received a letter from the government of Tajikistan requesting it to commence its P/CVE operations in the country. As a result, GCERF is seeking a National Advisor for Tajikistan to support its programming activities, including following up on the Country Needs Assessment, which will inform the future Country Investment Strategy (CIS).

As a key member of GCERF's Tajikistan Country Team, the National Advisor will bring expertise in P/CVE, rehabilitation and reintegration (R&R), reconciliation, programme management,

monitoring, and evaluation. This role will provide essential support to the Regional Manager in the day-to-day management of the Tajikistan portfolio and will involve close collaboration with colleagues across various units and in-country partners. The ideal candidate will have experience effectively managing relationships with internal and external stakeholders, including government entities.

### Work to be done and deliverables

#### **1. Grant Management and Monitoring**

- **Grant Management:** ensure day-to-day relationship with GCERF grantees both principal and sub-reipients and provide them with capacity support and advice
- **Monitoring:** ensure the monitoring of ongoing grants and suggest corrective actions where needed. Travel to project locations and liaise closely with both the Regional Manager as well as the Performance and Impact Specialist while using specific monitoring tools.

#### **2. Stakeholder Engagement**

- **Relationship Building:** Develop and maintain relationships with P/CVE stakeholders (government, donors, NGOs, CSOs) to identify synergies and collaboration opportunities.
- **Community and Grantee Support:** Work closely with partner communities and grantees to ensure emerging needs are addressed in line with good practices.
- **Meetings and Liaison:** Organize and facilitate regular and ad-hoc meetings with key stakeholders, including the Country Support Mechanism (CSM) in Tajikistan. Document key points and distribute meeting minutes and reports to relevant parties, including the Regional Manager.
- **Event Participation:** Attend P/CVE and R&R coordination meetings, workshops, and discussions organized by government, donors, or partners, and provide detailed reports to the Regional Manager.

#### **3. Support to Resource Mobilisation and Reporting**

- **Resource Mobilisation:** Assist the Regional Manager in resource mobilisation efforts by attending meetings, providing briefings, and contributing to proposal development.
- **Donor Reporting:** Provide support for donor reporting, particularly regarding context and emerging needs in Tajikistan.

#### **4. Strategy Development**

- **Country Needs Assessment (CNA) Support:** Contribute to the finalisation and dissemination of the CNA, ensuring it accurately reflects the P/CVE context in Tajikistan.
- **Country Investment Strategy (CIS) Development:** Collaborate with the Regional Manager and other stakeholders to develop the CIS for Tajikistan, including organizing meetings with government officials and donors for strategy presentations and feedback.

#### **5. Support to Future Grant-Making Processes**

- **Expression of Interest (EOI) Preparation:** Collaborate with the Regional Manager to prepare EOI documents once the CNA is completed.

- **Grant-Making Process Support:** Provide ongoing support throughout the grant-making process, including due diligence, proposal development, and review.
- **Context Analysis and Updates:** Regularly provide the Regional Manager with updates and analysis of the country context, including reports, maps, and invitations to relevant events.

## 6. Regular Reporting and Documentation

- **Monthly Reports:** Produce bi-weekly reports that include:
  - A one-page context update relevant to the P/CVE landscape.
  - Summaries of meetings attended, including key points, stakeholders present, and follow-up actions.
  - A summary of the donor landscape as it relates to P/CVE.
  - A summary of in-country travel with key takeaways.
- **Final Report:** At the end of the service agreement, produce a comprehensive final report summarizing key achievements, lessons learned, and recommendations for future engagement in Tajikistan.
- **Periodic Information Bulletins:** Produce bulletins with relevant reports, maps, event invitations, and other information to keep GCERF stakeholders informed and engaged.

## Timeline and Scope

The National Advisor is a fully funded consultancy position. The initial duration of this consultancy will be 12 months and will involve 100% level of effort with potential prolongation upon successful service. The contract is renewable on a yearly basis based on performance, needs and availability of funding.

In collaboration with the GCERF's Regional Manager, and the Deputy Head of the Portfolio Management Unit, a detailed work plan with clear deliverables will be discussed with the Consultant for each month and/or quarter.

## Characteristics of the Tajikistan National Advisor

GCERF is seeking a candidate with good knowledge of P/CVE and R&R programming and grant management in Tajikistan context. Female candidates are strongly encouraged to apply. Applicants from ethnic and religious minorities are also encouraged to apply. The successful candidate will be based in Dushanbe, with regular travel to project sites. GCERF will not relocate persons from abroad to Tajikistan.

The National Advisor should have the following skills and competencies:

- A degree in political science, international relations, social sciences, law, or related field is preferred.
- At least 5 years of working experience with national or international organisations in P/CVE, R&R peace building, reconciliation or related areas.
- Strong understanding of P/CVE and R&R context and dynamics in Tajikistan;

- At least 5 years of relevant working experience in programme and grant management, monitoring and evaluation or related areas.
- Experience in donor reporting.
- Extensive experience in networking and partnership building;
- Extensive experience in coaching and training local CSOs;
- Ability and willingness to regularly travel to programme locations;
- Fluency in Russian, both written and verbal. Strong written and spoken English, the official language of GCERF Secretariat is English;
- Relevant local language skills for working with grantees, authorities, and communities;
- Strong presentational and analytical skills.

The candidates must comply with all applicable laws and regulations. The fees charged should be reasonable and competitive to the extent possible.

### Submission of Proposals/ Applications

Applications must follow the template provided below. Failure to follow the application structure or to comply with the instructions in this Request for Proposal will be at the bidder's risk and may affect the evaluation of the proposal.

Applications should be sent latest by **30 October 2024** by email to [bids@gcerf.org](mailto:bids@gcerf.org) with the clear subject "**Bid reference: 2024-09**."

### Period of validity of the proposal

The proposal must be valid for a period of 120 days following submission.

### Cost of preparation and submission of the proposal

The Candidate shall bear all costs associated with the preparation and submission of the proposal, including but not limited to the possible cost of discussing the proposal with GCERF, making a presentation, negotiating a contract and any related travel (e.g. associated with security clearance if needed). GCERF will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

### Selection of applicants

Applicants are requested to provide the most appropriate and suitable solution to meet the requirements. Please note that GCERF has limited resources in the budget for this position, therefore we would consider only the most cost-effective solutions.

The selection will be made based on a number of criteria that will be applied systematically to all proposal received:

- Responsiveness to request;
- Suitability of the applicant's profile (previous experience and qualifications, required skills and competencies);
- Credibility of the applicant (references, certificates);
- Quality of the offer document; and
- Financial Offer.

#### Proposal structure:

Candidates must submit their proposal following the template below:

The application document is made up of three different sections

1. Disclosure form
2. Profile of the applicant (CV with relevant experience, cover letter, references)
3. Financial proposal (the fees charged should be reasonable, competitive to the extent possible)

**Please keep the overall proposal within 4 pages.** You may annex additional information as needed.

#### 1. Disclosure form

*I (name and title of the Applicant) confirm that I can perform the Consultancy work in Tajikistan and hereby submit this proposal in response to GCERF's Request for Proposal 2024-09. I confirm that all statements and representations made in the proposal are true and correct.*

**Date submitted:**

**Submitted by: (Name of Applicant)**

**Signature**

#### 2. Profile of the Applicant

Please provide a CV and one-page cover letter highlighting how your skills and experience qualify you for the role of National Advisor. Please briefly provide recent examples of similar projects you have recently undertaken. Please provide references that GCERF may contact.

Please explain the legal status of the applicant.

Please explain your individual strengths and values and the suitability of your approach to the above mentioned project.

3. *Financial Proposal*

Please explain the basis of the proposed fees and any other charges to GCERF and their level. Please include the basis for invoicing and terms and conditions for payment.